

Minutes of the Personnel Committee

Tuesday, May 2, 2006

Chair Paulson called the meeting to order at 1:03 p.m.

Present: Supervisors Duane Paulson (Chair), Tom Bullermann, Tom Schellinger, and Bob Thelen. Rob Hutton arrived at 1:04 p.m. and Fritz Ruf at 1:05 p.m. **Absent:** Pete Gundrum.

Also Present: Legislative Policy Advisor Dave Krahn, Employment Services Manager Sue Zastrow, County Clerk Kathy Nickolaus, Chief of Staff Allison Bussler, and Financial Analyst Lyndsay Johnson. Recorded by Mary Pedersen, County Board Office.

Schedule Next Meeting Dates

May 16th and June 6th.

Hutton arrived at 1:04 p.m.

Ruf arrived at 1:05 p.m.

Committee Welcome and Opening Remarks by County Board Chairman Jim Dwyer

Dwyer was unable to attend. Paulson advised during this term, the committee will need to address an array of issues including a fitness study for the Sheriff's Department, union contracts, and revised duties for a 25-member County Board.

Nomination and Election of Committee Vice-Chair and Secretary

MOTION: Ruf moved, second by Bullermann to elect Hutton as Vice-Chair of the Personnel Committee. Motion carried 6-0.

MOTION: Paulson moved, second by Bullermann to elect Thelen as Secretary of the Personnel Committee. Motion carried 6-0.

Discuss Committee Duties and Responsibilities as Contained in the Code of Ordinances

Krahn reviewed Chapter 4 of the County Code which defines County Board operating procedures and rules.

Revise Training and Experience for Registered Nurse Position

Zastrow said currently, registered nurses are required to be licensed before they can be considered for employment. She said due to a nursing shortage, the pool of licensed registered nurses has declined over the years. Staff are asking that the classification specification (class spec) be revised so they could consider applicants with temporary State of Wisconsin registered nurse permits. These individuals would be required to obtain their license within six months. These would be new graduates who have not yet taken their board exam. Zastrow advised that a licensed registered nurse would supervise a person with a temporary license.

Zastrow said the reason this is coming before the committee is that there is a psychiatric technician who has gone to school to become a registered nurse and he will complete his

schooling at the end of May. Zastrow said “we have a slot where we could slot him in if he meets the minimum requirements.”

MOTION: Bullermann moved, second by Ruf to approve the revision to the training and experience section of the Registered Nurse class spec. Motion carried 6-0.

Educational Overview of the Following Departments for which the Personnel Committee has Oversight: a) County Board Office, b) County Clerk’s Office, c) County Executive’s Office

Krahn said County Board staff are available for all County Board Supervisors to ensure they are informed and educated to make the best possible decisions for the citizens of Waukesha County.

Nickolaus said the County Clerk’s Office is the official record keeper for the County Board. She records all votes on ordinances and resolutions. All County meeting agendas and minutes and all contracts are filed in her office. Agendas and minutes can also be found on the Internet. They also take room reservations for the Administration Building. Her office issues marriage licenses, dog licenses, and passports. She is the election commissioner for the county and handles all local, state, and federal elections for the County’s municipalities. This includes programming machines, ballot preparation, etc. She also processes nomination papers for elected positions as well as the Statements of Financial Interest, etc.

Bussler said the County Executive’s Office manages the day-to-day operations of Waukesha County government. She explained the two primary duties of the office: The County Executive appoints and manages the departments with the exception of the constitutional officers, and he also introduces an annual budget for the County. There is also a large amount of constituent contact and media contact. Staff spend a fair amount of time lobbying and working with our state and federal officials on laws that affect County government. Staff also work with our municipal partners. The office coordinates tours for school groups within County government. They are responsible for implementing the County’s strategic plan. Staff also conduct various research initiatives; for example, the possible merger of UW-Waukesha and UW-Milwaukee.

Discuss Salaries for Constitutional Officers and County Executive

Paulson noted this ordinance, which establishes salaries for the next terms of office, was tabled at the last County Board meeting. Several committee members suggested freezing the County Executive’s salary as he has been promoting fiscal restraint and has implemented cost saving measures in other areas of County government. Thelen said County Board Supervisors approved salary freezes for themselves over the last two years. He suggested 0%, 2.8%, 0%, and 1.75% for four years which would mirror what County Board Supervisor received. Bullermann felt the salaries for elected officials need to be set at a level so they attract qualified candidates. He hoped this process wouldn’t involve any retribution.

Bussler said County Executive Vrakas has spoken with some members of the County Board on this issue. He respects the decision made by the County Board a couple of years ago to freeze their own salaries in an effort to reduce the tax levy. Therefore, Vrakas is open to the possibility of freezing his salary for two years. Bussler advised that Vrakas has not developed a new ordinance because he wants to work with the Personnel Committee on this issue.

Schellinger felt the salaries were competitive and was leaning towards a salary freeze unless convinced otherwise. Ruf said he had spoken with County Executive Vrakas on this issue. Ruf supported a salary freeze for the County Executive but not for the other elected officials. Bullermann also supported a salary freeze for the County Executive for the first two years but had no comment on the other constitutional officers. Hutton proposed 0% the first and third years and 2% the second and fourth years. Bullermann and Ruf supported Hutton's proposal and Thelen was leaning towards a similar increase structure. Bullermann believes the majority of the County Board will be looking for fiscal restraint as proposed by the County Executive with other initiatives. Thelen suggested the ordinance come from Vrakas' office for the May 16th meeting. There were no objections from the committee and Bussler concurred. The ordinance will incorporate 0%, 2%, 0% and 2% for four-year terms and 0% and 2% for two-year terms.

MOTION: Thelen moved, second by Bullermann to adjourn at 2:25 p.m. Motion carried 6-0.

Respectfully submitted,

Approved on:_____

Robert G. Thelen II
Secretary